Association Name

Address

City, State, ZIP

XXX.XXX.XXXX office XXX.XXX.XXX fax

December 14, 2020

Dear Owner(s),

**\*\* Request for Hardship \*\***

We are living in an unprecedented and unpredictable time. The Board of Directors have a fiduciary duty to keep the association operational. That means paying the bills, maintaining the property, responding to emergencies, etc. At the same time, boards need to balance these obligations against the possibility that some members cannot pay their assessments because of an economic hardship.

If you are unable to pay your monthly assessments, you may request in writing that the Board of Directors review your situation. It is the intent of the Board to help all owners get through a trying time. The Board will review and assist in flexible payment plans to see you through this crisis on a case by case situation. Currently there is no plan to forgive assessment obligations of owners. If flexibility is needed to help you get through this time please put your request in writing to Management as soon as possible.

For assistance and information please contact [INSERT CONTACT HERE]. You can also reach her via email at [Insert email address here].

We fully understand these are difficult times and we would like to make any possible effort to assist and support you, and your family. We will get through these hard times together as a community.

The Board and managements warmest regards to you and your entire family. Thank you and we wish you all the best, stay healthy and safe.

**Steps to Take if Needed:**

1. Fill out the Response form included
2. Submit for Board Review

Sincerely,

RESPONSE REQUEST FORM

Association Name

Address

City, State, Zip

Date of Notification: December 14, 2020

I am formally requesting review of my assessment situation to request an economic hardship variance:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessment Situation Request: Please provide a brief description of your request with any information you would like the board to have for review of your situation. You can also be present to provide additional context if you wish.

 Owner Signature Date Phone # Email Address

 Owner Signature Date Phone # Email Address

Email or mail the completed Response Form to: [Insert information here]